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# CTEP-IAM / ID.ME INTEGRATION

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## NEW USERS ACCOUNT CREATION

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<b>Classification</b>	CTEP IAM – ID.me Integration



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Version Number	Date	Number of Section, Figure or Table	A <sup>1</sup> M D	Description of the Change	Change Request Number
1.0	07/08/2022		A	Frist approved version of the document	
1.1.	12/01/2022		M	Updates to application screen and email snapshots	IAM v5.3.0

## CTEP-IAM – Version 5.3.0

**Use Case:** Users new to NCI CTEP and submitting a request to create a new CTEP-IAM account.

### Reference:

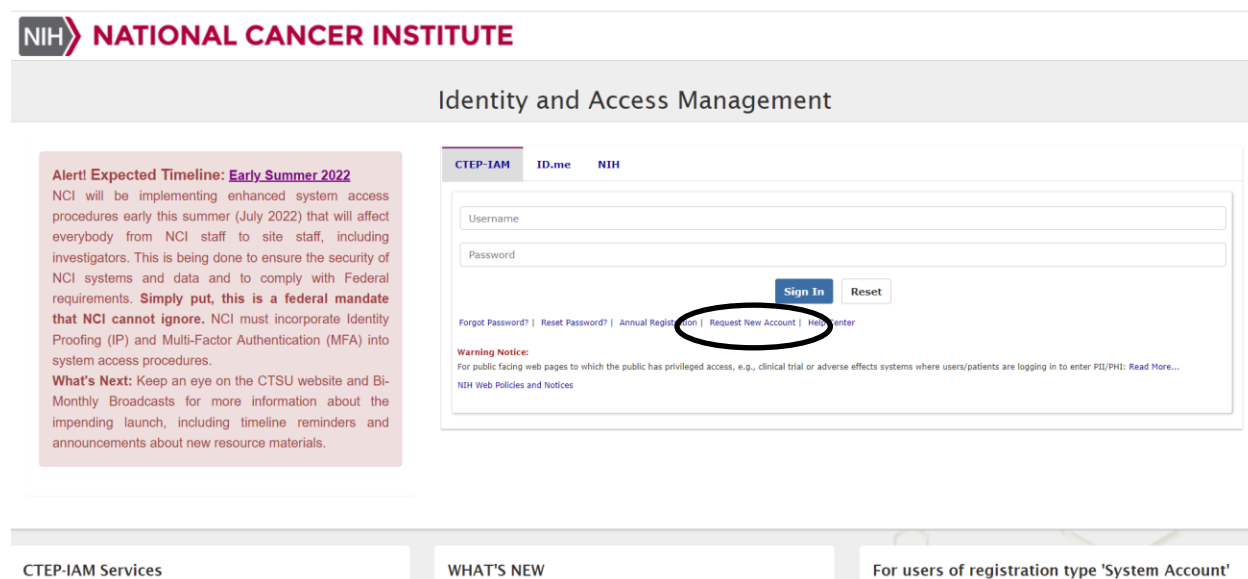
- <https://help.id.me/hc/en-us/articles/360018113093-How-do-I-set-up-Text-Message-or-Phone-Call-multi-factor-authentication->
- <https://help.id.me/hc/en-us/articles/4711423402647>
- <https://help.id.me/hc/en-us/articles/360052242853>
- <https://help.id.me/hc/en-us/articles/4711388572695-NCI-ID-me>

### Application URL:

- <https://ctepcore.nci.nih.gov/iam>

## CTEP-IAM New Account Request

1. Copy the application URL (above) and paste it into a browser or click on the link

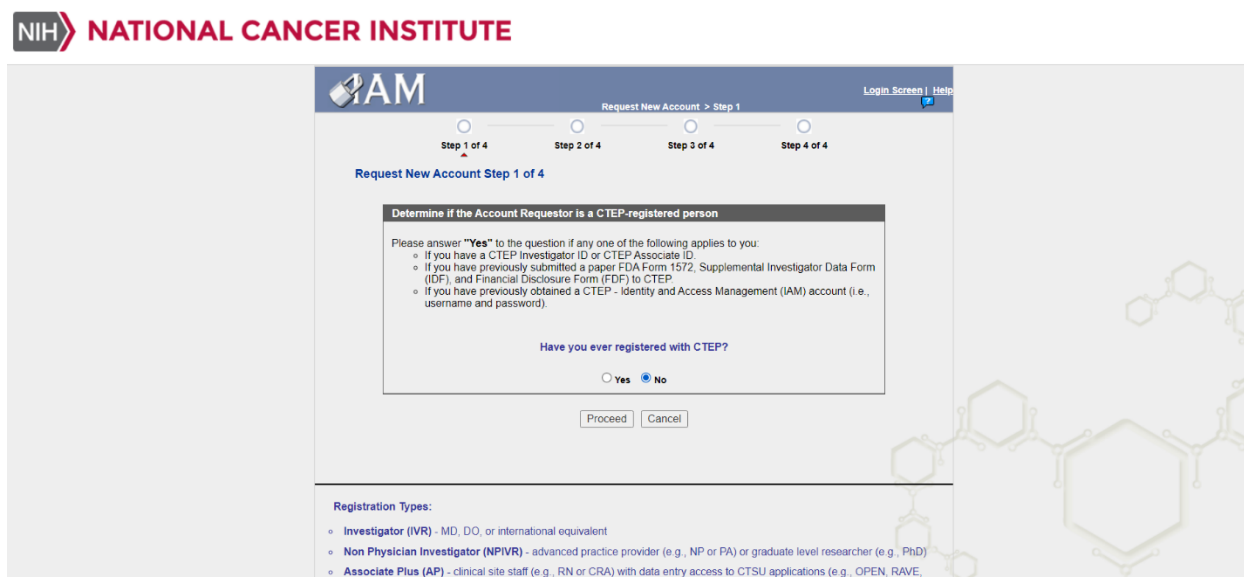


The screenshot shows the CTEP-IAM login interface. At the top, the NIH logo and 'NATIONAL CANCER INSTITUTE' are displayed. Below this is the 'Identity and Access Management' header. On the left, there is a pink alert box titled 'Alert! Expected Timeline: Early Summer 2022' containing information about enhanced system access procedures. The main login area has tabs for 'CTEP-IAM', 'ID.me', and 'NIH'. It includes fields for 'Username' and 'Password', a 'Sign In' button, and a 'Reset' button. Below the password field, there are links for 'Forgot Password?', 'Reset Password?', 'Annual Registration', 'Request New Account', and 'Help Center'. A 'Warning Notice' is also present. At the bottom, there are sections for 'CTEP-IAM Services', 'WHAT'S NEW', and 'For users of registration type 'System Account''.

**Figure 1: CTEP-IAM Login Screen**

## CTEP-IAM & ID.me Integration (IAL2 / AAL2)

- Under “CTEP-IAM” tab, click on “Request New Account” link at the bottom of the screen



**NIH NATIONAL CANCER INSTITUTE**

**CTEP-IAM** Request New Account > Step 1 Login Screen | Help

Step 1 of 4 Step 2 of 4 Step 3 of 4 Step 4 of 4

**Request New Account Step 1 of 4**

**Determine if the Account Requestor is a CTEP-registered person**

Please answer "Yes" to the question if any one of the following applies to you:

- If you have a CTEP Investigator ID or CTEP Associate ID
- If you have previously submitted a paper FDA Form 1572, Supplemental Investigator Data Form (IDF), and Financial Disclosure Form (FDF) to CTEP.
- If you have previously obtained a CTEP - Identity and Access Management (IAM) account (i.e., username and password).

**Have you ever registered with CTEP?**

☐ Yes ☒ No

**Registration Types:**

- **Investigator (IVR)** - MD, DO, or international equivalent
- **Non Physician Investigator (NPIVR)** - advanced practice provider (e.g., NP or PA) or graduate level researcher (e.g., PhD)
- **Associate Plus (AP)** - clinical site staff (e.g., RN or CRA) with data entry access to CTSU applications (e.g., OPEN, RAVE, TDIAM)

**Figure 2: CTEP-IAM Request New Account Steps**

- Answer the question, "Have you ever registered with CTEP?" by selecting "No" and then click "Proceed"
- Complete the CTEP-IAM Request New Account screen by providing:
  - Prefix (if applicable)
  - First Name (required)
  - Middle Name / Initial (required)
  - Last Name (required)
  - Suffix (if applicable)
  - Month of Birth (required)
  - Year of Birth (required)
  - Role(s) (required)
  - Institution (required)
    - (Hint... Use “Institution Name” field to key in site code or institution name to activate the suggested list. If unsuccessful, use the detailed search option by clicking on the pick list icons next to the “Institution Name” field)
  - Internal Office (if applicable)
  - Street (required)
  - Street (continued)
  - City (required)
  - State / Province (required)
  - Zip / Postal Code (required)
  - Country (required)
  - Office Phone (required)
  - Username (required)
  - Email (required) (duplicate entry required)
- Select “Continue”

## CTEP-IAM & ID.me Integration (IAL2 / AAL2)

6. Select and answer three Security Questions
  - (Hint ... retain the question / answer combinations as you will need to select and correctly answer one of your three security questions to check status of account request and initiate the ID.me workflow)
7. Select “Confirm Request”
8. Please spare a moment to review the information presented on the account request confirmation screen. The same information will be included in the account request submission confirmation email (as shown below).

### **CTEP-IAM Account Request Review**





9. Users will receive “*CTEP Identity and Access Management, New Account Request*” email from system
10. Please contact [ctepreghelp@ctep.nci.nih.gov](mailto:ctepreghelp@ctep.nci.nih.gov) with questions related to new NCI CTEP-IAM account requests.

Thank you for using the Cancer Therapy Evaluation Program (CTEP) - Identity and Access Management (IAM) website to apply for your user account. Your CTEP-IAM user account application has been received and will be processed within two business days and you will be notified of your application status by email. Please note the request number < P1218659 > for future correspondence.

**NCI Authentication Update**

To ensure the security and safety of NCI systems, subjects, research staff, and all associated sensitive information, NCI will incorporate Identity Proofing (IP) and Multi-Factor Authentication (MFA) in accordance with National Institute of Standards and Technology (NIST) 800-63-3, [Digital Identity Guidelines](#). The enforcement of these guidelines is regulated by Congress and required for compliance with the Federal Information Security Management Act (FISMA).

**Steps to establish a CTEP IAM account**

Initiation	Review	Identity Proofing and Authentication	Account Activation
User submits a new account request to IAM	CTEP Registration help desk reviews the new account request	User creates new ID.me account or uses an existing ID.me account	User links ID.me account with CTEP-IAM Credentials
			
(Completed)	(In Progress)	(Not Started)	(Not Started)
		User must wait till they receive account approval email	A successful Identity Verification and 2FA setup is necessary to complete activation

**Note:** The activities detailed above must be completed in the order they are listed.

For step by step instruction on creating ID.me account and linking to CTEP-IAM account [Click Here](#)

**How do check status of my account request?**

<https://ctepcoretest.ctisinc.com/sam/NewAccountRequestStatus.do?method=renderAccountRequest>

**Additional resources**

- ID.me Government : <https://www.id.me/government>
- ID.me Privacy Policy : <https://www.id.me/privacy>
- ID.me Privacy Bill of Rights : <https://insights.id.me/privacy-bill-of-rights/>
- NCI and ID.me Help Page : <https://help.id.me/hc/en-us/articles/4711388572695-NCI-ID-me>
- ID.me Support : <https://help.id.me/hc/en-us>

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 This is a system generated email. Please do not respond to this email. If you have questions or encounter difficulties, please contact the CTEP Identity and Access Management (IAM) Team at <  
<mailto:ctepreghelp@ctisinc.com>>.  
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**Figure 3: CTEP-IAM Account Request Confirmation Email**

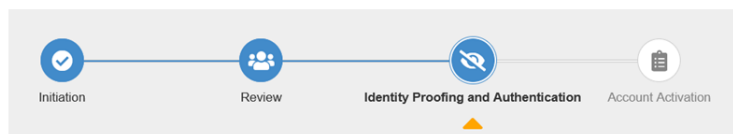
## CTEP-IAM & ID.me Integration (IAL2 / AAL2)

### Verifying CTEP-IAM Account & Establishing ID.me

#### 11. Use the link provided in account approval email to start verification process

CTEP-IAM Request Identifier: **P1218659**

Your request for a new account has been processed. You are required to complete the Identity Proofing and Authentication steps that are listed below, before your account can be activated.



Initiation - Submit account request in CTEP-IAM (Status: Completed)

Review - Request reviewed and processed by CTEP Registration Helpdesk (Status: Completed)

Identity Proofing and Authentication - Verify your identity with ID.me. You will be redirected to ID.me website to complete verification of your identity. (Status: Pending)

Account Activation - Activation of CTEP-IAM account after verifying with ID.me (Status: Pending)

To initiate your Identity proofing and authentication, please click "<https://ctepcoretest.ctisinc.com/iam/NewAccountRequestStatus.do?method=renderAccountRequest>" to access CTEP-IAM and follow the instructions on the screen to complete Identity Proofing and Multi-factor authentication preferences.

Once you complete the verification process, your account will be activated and you will be redirected to CTEP-IAM application

For details on creating ID.me account and linking with CTEP-IAM account [Click Here](#)

Additional Resources:

Refer to ID.me's [privacy policy](#)

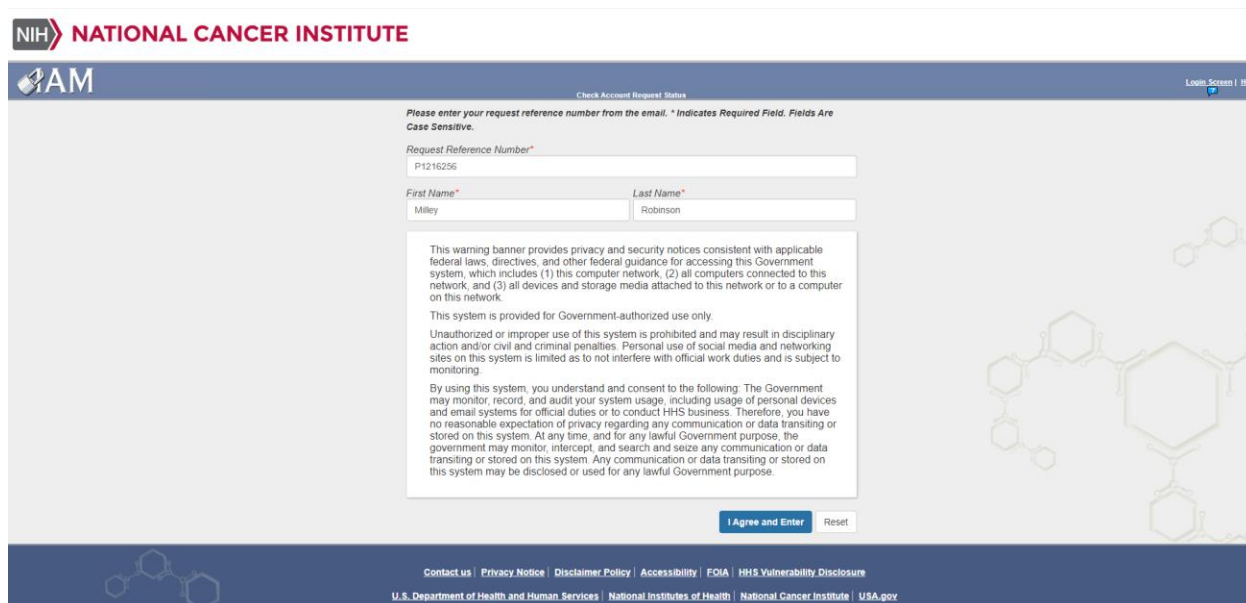
Refer to ID.me's [Privacy Bill of Rights](#)

Refer to ID.me's [Identification document requirements](#)

\*\*\*\*\*  
This is a system generated email. Please do not respond to this email. If you have questions or encounter difficulties, please contact the CTEP Identity and Access Management (IAM) Team at < [mailto:ctepreghelp@ctisinc.com](mailto:mailto:ctepreghelp@ctisinc.com) >.  
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**Figure 4: Sample CTEP-IAM Account Approval Email**

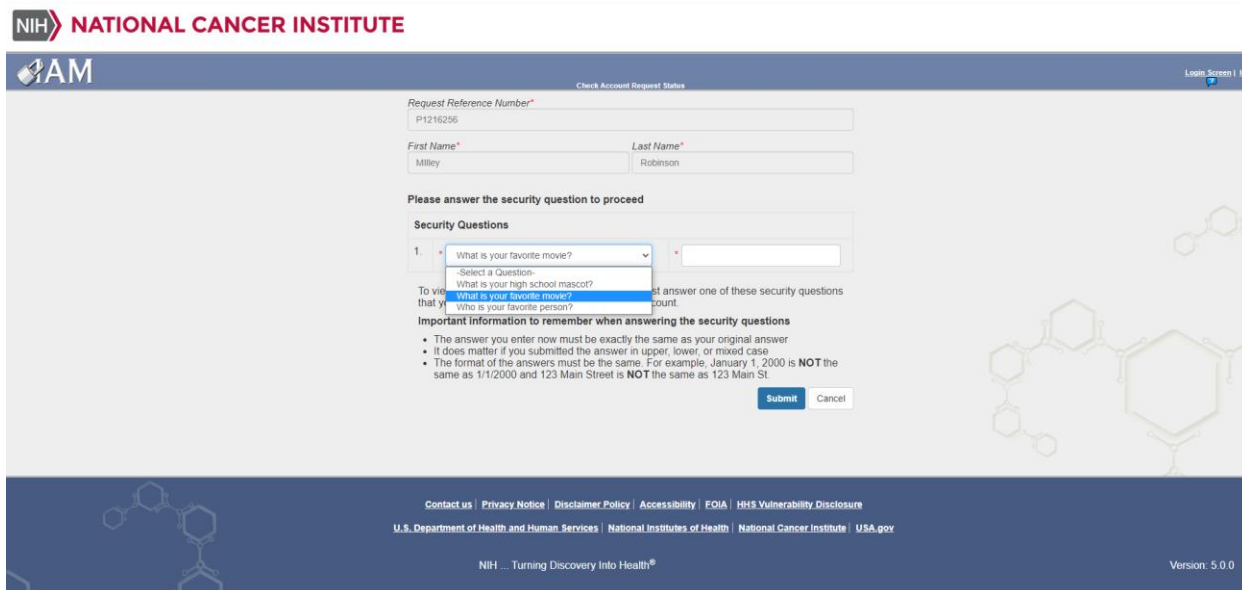
#### 12. Enter request reference number found in account approval email



**Figure 5: Account Request Verification Screen**

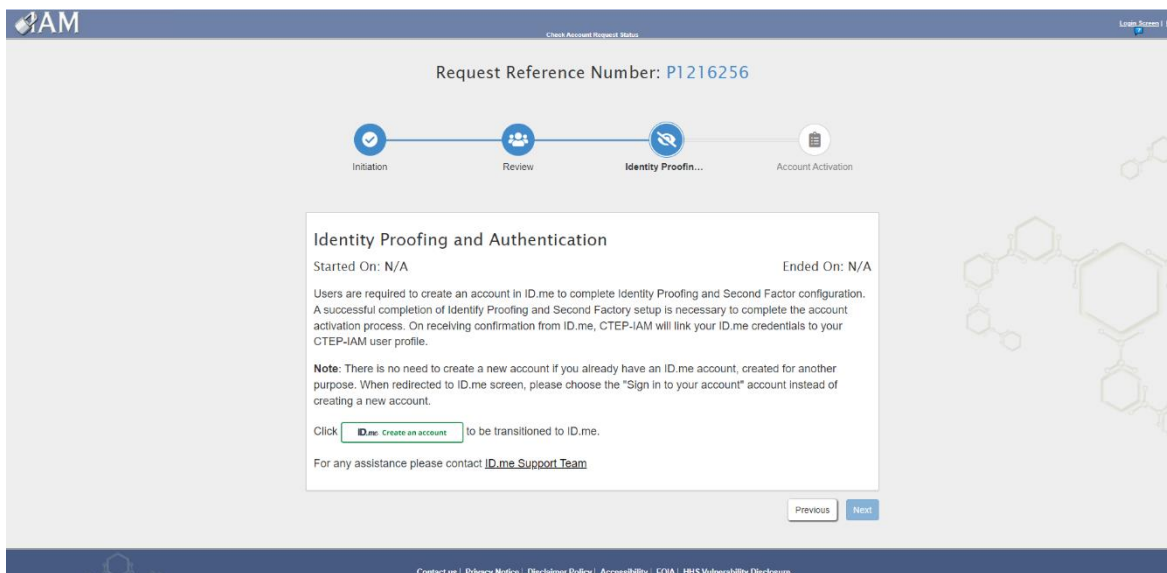
#### 13. Respond to one of the 3 security questions that were chosen at the time of account submission. *Note: response should match the initial input*

## CTEP-IAM & ID.me Integration (IAL2 / AAL2)



**Figure 6: Account Request Verification Screen – Security Questions Screen**

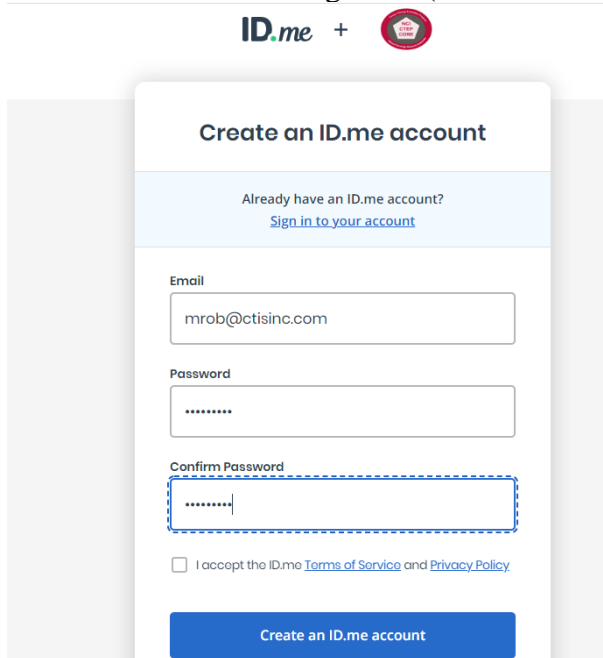
14. On successful verification, users will be presented with the screen shown below.



**Figure 7: Account Request Verification Screen – Initiate ID.me Account Creation**

15. Click on ‘ID.me create an account’ and sign in or create a new ID.me account with a secure email address. *Note: Users do not need to create a new account if they have already authenticated with ID.me through another institution; however, they will still need to link this account to CTEP-IAM via the prompt and the following steps.*

## CTEP-IAM & ID.me Integration (IAL2 / AAL2)



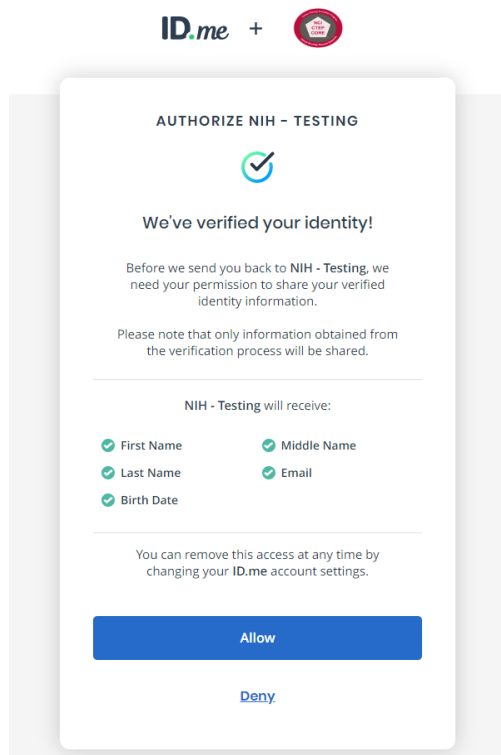
The image shows the ID.me 'Create an ID.me account' screen. At the top, it says 'Create an ID.me account'. Below that, a light blue banner asks 'Already have an ID.me account?' with a link to 'Sign in to your account'. The main form has three input fields: 'Email' (containing 'mrob@ctisinc.com'), 'Password' (with masked characters), and 'Confirm Password' (also with masked characters and a dashed blue border). Below the fields is a checkbox for 'I accept the ID.me Terms of Service and Privacy Policy'. At the bottom is a blue button labeled 'Create an ID.me account'.

**Figure 8: ID. me Create Account Screen**

16. Select and set up an MFA option. Available options include:
  - Phone Call to Landline with One-Time Passcode (OTP)
  - ID.me Mobile Application Push Notification
  - ID.me Mobile Application Time-Based One-Time Passcode (TOTP)
17. Choose an identification method and submit for verification. Approved verification documentation includes:
  - Driver's License or State ID
  - Passport or Passport Card
  - *Note: If you live outside of the United States or if you are unable to successfully verify your identity with a driver's license, state ID, or passport document, you may see the option to connect with an ID.me Trusted Referee or Video Chat Agent*
    - Click on "I don't live in the United States" when asked to choose a verification method. Select "Get Started" to start the process to verify your identity on a video call.
    - Enter and review personal information
    - Select and gather identification documents. You will need two primary documents or one primary document and two secondary documents. Upload an image or take a photo of your identity documents that you will share with the Trusted Referee.
    - Once your documents are accepted, you will be prompted to start the video call with a trusted referee.
18. Submit a personal photograph using a secure mobile device to confirm the identification method.
19. On successful completion of the identity verification and multi factor authentication configurations, ID.me will present the screen shown below and request users' consent to share five attributes to CTEP-IAM.
20. Please click "**Allow**" to complete the activation of CTEP-IAM account along with establishing a link to users' ID.me credentials.



## CTEP-IAM & ID.me Integration (IAL2 / AAL2)



***Figure 9: Allow Sharing Option***

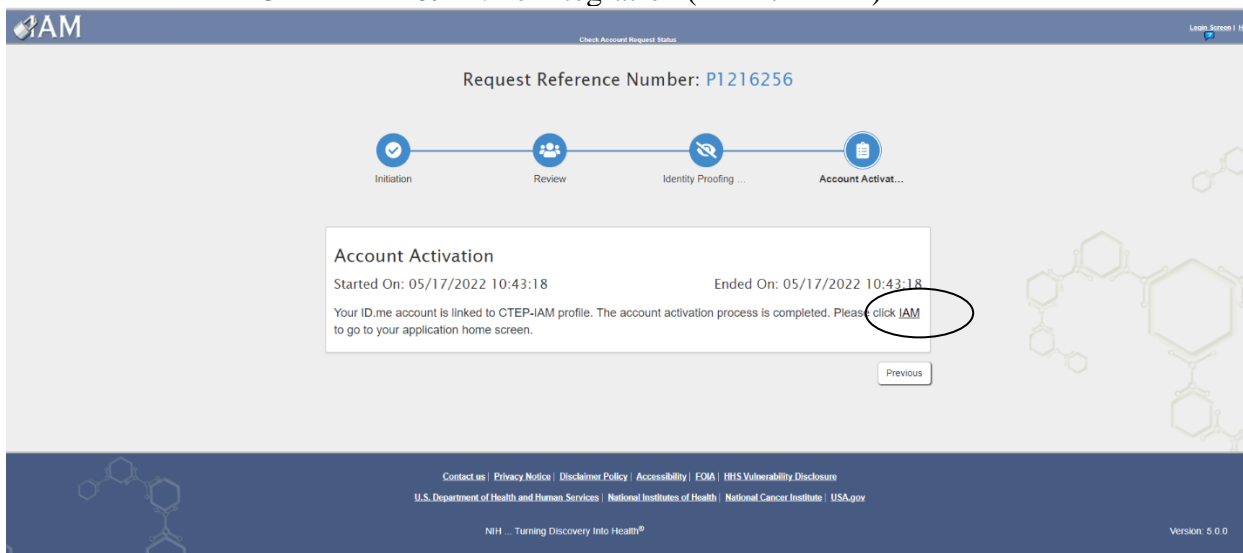
21. Few points to note:

- It is important that users accept to share data with NCI CTEP and click “Allow”, without which the new account activation will not be complete.
- If users choose to “Deny”, they will be redirected back to CTEP-IAM without completing the account activation. In this case, users will have to repeat the account activation steps. However, during the subsequent attempts, users will choose the ID.me option to “Sign in to your account” instead of creating a new ID.me account.

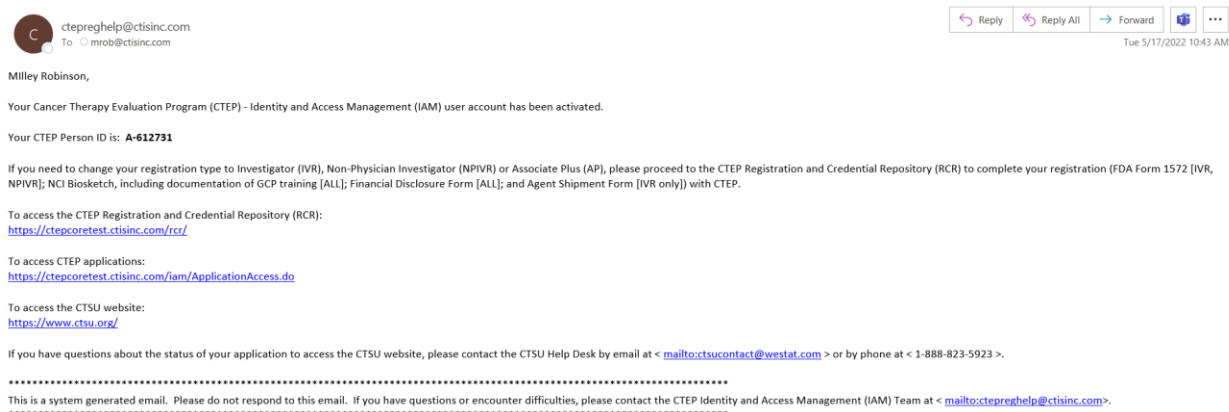
### **CTEP-IAM Account Activation**

22. Users will be redirected back to CTEP-IAM with a confirmation of account activation. Click on link “IAM” to proceed into CTEP-IAM application.

## CTEP-IAM & ID.me Integration (IAL2 / AAL2)



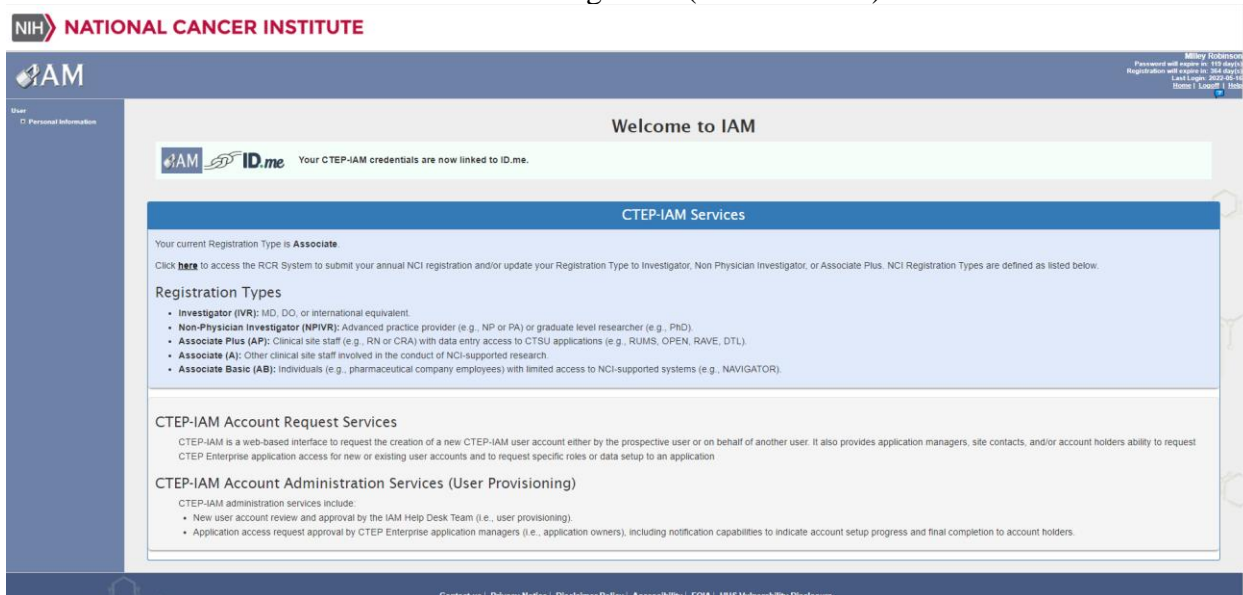
**Figure 10: Account Activation**



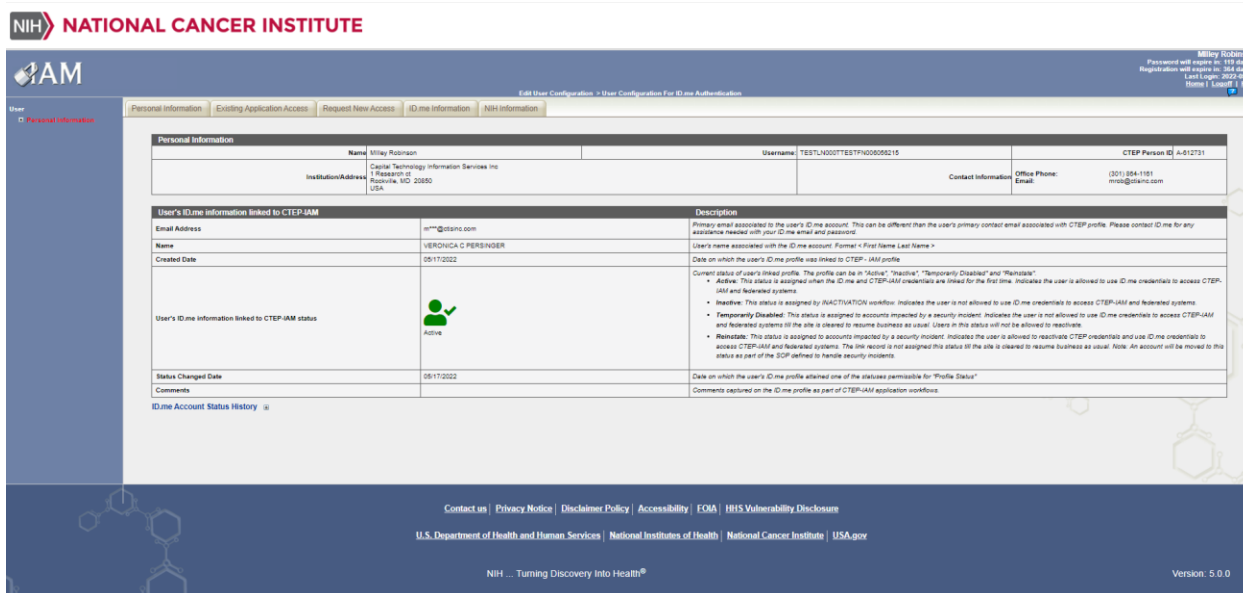
**Figure 11: Sample Account Activation Email from CTEP-IAM**

23. Once logged into CTEP-IAM, click on “Personal Information” menu option and the “ID.me Information” sub menu to view the attributes that were received from ID.me

## CTEP-IAM & ID.me Integration (IAL2 / AAL2)



**Figure 12: CTEP-IAM Personal Information Tab**



**Figure 13: ID.me Information Section**

24. Note: For documentation purposes, the snapshots of application are from CTEP TEST and ID.me sandbox environments. Due to pre-configurations in sandbox environment, we receive the same users' details for all the accounts created in CTEP-IAM. However, unique UUID is assigned for each user created in ID.me.
25. Review ID.me / IAM link status and use ID.me credentials to access CTEP-IAM